

Exhibit B

Glossary

Administrative Activities. Administrative activities are those that occur for a common or joint purpose. Administrative activities include general administration, planning and policy development, budgeting, accounting, personnel, business services, management analysis, training and legal. The costs of these activities are distributed to specific client service and case management activity functions based upon an equitable allocation plan.

Capacity. Number of treatment slots or beds available for SACPA clients. (This number may reflect the county's total treatment capacity). For instance, if one bed or slot serves six clients in a year, the resulting capacity would be six.

Case Management. Case management activities may include BOTH Drug Treatment and Criminal Justice Costs, and should be reported in the applicable expenditure category. 'Referral/Assessment (for treatment)' and 'Placement' are typically Drug Treatment costs. 'Risk Assessment (for probation),' 'Court Monitoring,' and 'Supervision' are typically Criminal Justice costs. 'Case Management' also includes 'Miscellaneous' case management activities, which should be allocated as applicable to either Drug Treatment or Criminal Justice.

Client. Defendant, probationer, parolee and any other individuals eligible to receive services pursuant to the Act.

Direct Costs. A direct cost includes any costs that can be identified directly to a service.

Direct Services. Direct services are those functions that are associated with the provision of specific services for, or case management of, SACPA clients. Planned costs for direct services include direct costs, and indirect costs (excluding administrative activities defined below.) A direct cost includes any operating expenses, equipment costs and line organizational unit indirect costs which cannot practically be charged directly to a service.

Entity Type. The entity type to be entered here is the **county** entity (e.g., County AOD office, behavioral health agency, county executive office, county mental health, county office of education, courts, probation department, etc.) that administers funds for SACPA services.

Indirect Costs. An indirect cost includes any operating expenses; equipment costs and line organizational unit indirect costs which cannot practically be charged directly to a service.

Referral. All probationers/parolees referred by the courts, probation department, or parole authority, whether or not they have appeared as instructed at the appropriate office for treatment assessment and placement. A client is considered referred when a criminal justice unit decides the client meets the criteria and the client agrees to the recommendation. In some cases, a single client may have more than one referral.

For additional definitions pertaining to Part IV, see the online SRIS User Manual (Appendix A) at <http://www.adp.ca.gov/SACPA/SRISindex.shtml>.